

# Fort Sumter Group

National Park Service  
U.S. Department of the Interior

Fort Sumter National Monument  
Charles Pinckney National Historic Site



## Volunteers In Parks Program (VIP)



**Melissa Tynes**  
**Volunteer Coordinator**  
**[melissa\\_tynes@nps.gov](mailto:melissa_tynes@nps.gov)**  
**(843) 577-0242**

**Bob Bodman**  
**Assistant Volunteer Coordinator**

# *SHARED PURPOSE*

**"...to conserve the scenery and the natural and historic objects, and the wildlife therein and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations."**

**NPS Organic Act, 1916**

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We are committed to:

- Creating an environment that reflects trust, fairness, respect and an understanding of each other and our nation's cultures
  - Demonstrating respect and stewardship for the natural, cultural, and recreational resources of the National Park Service
  - Building understanding of the resources of the National Park Service and their inter-relationships with our visitors, the public at large, and the NPS employees
  - Taking responsibility for recognizing the individuality and needs of the visitors.
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# What You Can Expect

- ⇒ A formal application procedure.
- ⇒ An interview.
- ⇒ A contractual arrangement, including a work schedule.
- ⇒ An orientation to Fort Sumter NM and/or Charles Pinckney NHS.
- ⇒ Training required to perform your duties.
- ⇒ A job description.

Benefits include 15% discounts in Eastern National bookstore, a reciprocal pass allowing free access to many historical sites in Charleston, an increased awareness of South Carolina coastal history and an opportunity to meet new people.

# What We Expect

- ⇒ That you consider volunteer work as a professional commitment and view the position as an important function of the overall park mission.
- ⇒ Represent the Park at all times in an appropriate and professional manner.
- ⇒ Be prompt and reliable.
- ⇒ Communicate to the VIP Coordinator any problems or concerns.

# Types of Volunteers

Fort Sumter National Monument and Charles Pinckney National Historic Site have two types of “Very Important People” in the “Volunteer in Parks” program.

1. Local Volunteers
2. RV Volunteers

The job positions, goals, major duties, qualifications and training are the same for both types of volunteers. The difference is that RVers volunteer more hours per week in exchange for park providing a free RV site at Charles Pinckney NHS. Please read the RV section for more details.

A volunteer may be asked to work at any of the four NPS sites in the Charleston area. Opportunities are available to work at:

1. Fort Moultrie
2. Fort Sumter National Monument
3. Charles Pinckney National Historic Site
4. Fort Sumter Visitor Education Center and Tour Boat Facility at Liberty Square

There are a variety of job opportunities at each of the sites. It is a goal of the park to match the park's needs with the volunteer's interests to ensure a positive experience for all. The next section of this packet will give you an idea of the major volunteer opportunities. Please realize that this is not a complete job listing, we can tailor a job description to meet the volunteer and park's needs.

## Notice to Volunteers

Volunteers are not considered to be Federal employees for any purposes other than tort claims and injury compensation. Volunteer service is not creditable for leave accrual or any other benefit. However, volunteer service is creditable work experience.

# Fort Sumter NM and Charles Pinckney NHS

## Volunteers-In-Parks Job Description

**Title of Position:** Visitor Center Assistant

**Goal:** To interpret the site's compelling stories for the public in the hopes that this will lead visitors to better understand and appreciate the park's history and resources.

### **Major Duties:**

1. Staff visitor center information desk, greeting visitors as they enter building
2. Assist visitors with questions regarding park history, resources or facilities
3. Operate cash register for Eastern National bookstore. Eastern National is a non-profit organization that supports the park's interpretive program. At the Fort Sumter Visitor Education Center you will not have to operate the Eastern National bookstore
4. Operate visitor center audio-visual equipment
5. Optionally provide orientation and safety message on board the concession-operated tour boat to Fort Sumter

### **Qualifications:**

1. Good communication skills
2. Ability to work with minimal supervision
3. Ability to work with people of all ages and cultural backgrounds

**Uniform:** NPS Volunteer uniform required

**Time Commitment:** Four hours per week

### **Training:**

1. Orientation to NPS Volunteer-In-Parks program
2. Historic overview of local NPS sites
3. Training in Visitor Center operation
4. Training operation of the gift shop cash register
5. Training in Safety R+ program
6. Safety training in relevant areas

# Fort Sumter NM and Charles Pinckney NHS

## Volunteers-In-Parks Job Description

**Title of Position:** Curatorial Assistant

**Goal:** Preserve artifacts from America's past.

**Major Duties:**

1. Sorting, re-bagging and labeling archeological specimens
2. Prepare Photographic Inventory Cards
3. Assist with electrolysis projects to include the 100-pounder Parrott guns
4. Compile inventory information out of Catalog Card and Accession File
5. Assist with research projects, temporary exhibits and large scale exhibit projects
6. Assist with downloading temperature and humidity readings from data loggers

**Qualifications:**

1. Ability to work with computers
2. Good reading and typing skills
3. Good detail oriented person
4. Ability to work independently without supervision

**Uniform:** Not required

**Time Commitment:** Four hours per week

**Training:**

1. Orientation to NPS Volunteers-In-Parks program
2. Historic overview of local NPS sites
3. Training in basic curatorial methods
4. Training in Safety R+ program
5. Safety training in relevant areas

# Fort Sumter NM and Charles Pinckney NHS

## Volunteers-In-Parks Job Description

**Title of Position:** Historical Transcriber

**Goal:** To create a usable file and filing system of transcribed historical documents which park staff and public researchers will be able to use.

**Major Duties:**

1. Transcribing documents into computer
2. Proof reading and printing transcriptions
3. Organizing the transcriptions into a usable filing system

**Qualifications:**

1. Interest in history and historical documents
2. Good reading and typing skills
3. Ability to do basic work on a computer
4. Ability to work alone/independently (may be able to work on transcriptions at home)

**Uniform:** Not required

**Time Commitment:** Four hours per week

**Training:**

1. Orientation to NPS Volunteer-In-Parks program
2. Historic overview of local NPS sites
3. Training in a basic course of proper transcription methods
4. Training in Safety R+ program
5. Safety training in relevant areas

# **Fort Sumter NM and Charles Pinckney NHS**

## **Volunteers-In-Parks Job Description**

**Title of Position:** Library Assistant

**Goal:** Organize and maintain park's primary and secondary resources for staff and public researchers to use.

**Major Duties:**

1. Maintain a library containing over 1000 volumes
2. Update any new additions to the library from Dewey Decimal system to the Library of Congress system
3. Type necessary forms
4. Establish and maintain a vertical file
5. Assist in on-site informational request /research

**Qualifications:**

1. Interest in library science and willingness to learn about Library of Congress system
2. Ability to work independently

**Uniform:** Not required

**Time Commitment:** Four hours per week

**Training:**

1. Orientation to NPS Volunteers-In-Parks program.
2. Historic overview of local NPS sites
3. Training in the operation and maintenance of the Library of Congress system.
4. Training in Safety R+ program
5. Safety training in relevant areas.



# **Fort Sumter NM and Charles Pinckney NHS**

## **Volunteers-In-Parks Job Description**

**Title of Position:** Administrative Assistant

**Goal:** Assist the administrative staff with providing effective support services to the resource management and visitor services divisions.

**Major Duties:**

1. Filing documents, and removing outdated files to storage
2. Organize supply area and central file area
3. Typing general office information, including a calendar of upcoming events, mailing lists, file lists, supply lists and other information
4. Provide staff with local vendor information and price quote checks
5. Update and/or develop new employee training database

**Qualifications:**

1. Knowledge of office equipment operation to include photocopy machines, computers, printers and fax machines.
2. Knowledge of computer software packages especially Microsoft Office
3. Good organizational skills
4. Good communication skills

**Uniform:** Not required

**Time Commitment:** Four hours per week

**Training:**

1. Orientation to NPS Volunteer-In-Parks program
2. Historic overview of local NPS sites
3. Training in NPS office procedures
4. Training in Safety R+ program
5. Safety training in relevant areas

# Fort Sumter NM and Charles Pinckney NHS

## Volunteers-In-Parks Job Description

**Title of Position:** Resource Management Assistant

**Goal:** Preserve the park's historic and natural resources for future generations.

**Major duties:**

1. Maintaining the wetlands and historic landscapes through general upkeep and repairs
2. Repairing the fort's masonry walls and structures under the supervision of the park's historic mason
3. Repairing and constructing reproduction cannon carriages under the guidance of the park's historic carpenter
4. Repairing and maintaining NPS boats, vehicles, HVAC equipment
5. Cleaning and painting historic cannons, buildings, batteries
6. Documenting ongoing preservation projects
7. Developing a database for the park's historic paint book

**Qualifications:**

1. Basic understanding, interest and appreciation for the preservation of cultural and natural resources
2. Use of common hand tools
3. Knowledge of basic construction/maintenance techniques
4. Good communication skills, be enthusiastic and outgoing, and enjoy learning and sharing with others

**Uniform:** Not required

**Time Commitment:** Four hours per week

**Training:**

1. Orientation to NPS Volunteer-In-Parks program
2. Historic overview of local NPS sites
3. Training in proper restoration and maintenance skills for historic buildings/artifacts
4. Training in Safety R+ program
5. Safety training in relevant areas

# RVing Volunteers

## Commitment:

1. Length of stay: Minimum, 3 months
2. 32 hours per week, **per person** (4 x 8 hour days, or partial days to total 32 hours)
3. Willingness to work at more than one site per week

## Accommodations:

- ⇒ Full hookups
- ⇒ Electric (30/50 amp)
- ⇒ Picnic table
- ⇒ Washer and dryer
- ⇒ Full size refrigerator w/freezer shared by all RV volunteers
- ⇒ Private telephone line is available; volunteer will pay for connection and monthly service
- ⇒ No other accommodations are available/provided

## Location of RV sites:

Charles Pinckney National Historic Site  
1254 Long Point Road  
Mt. Pleasant, South Carolina  
Phone: 843-881-5516

## Mail Received at:

Fort Sumter National Monument  
1214 Middle Street  
Sullivans Island, South Carolina 29482  
Phone: 843-883-3123

# A Short History of Fort Moultrie

Throughout history, three different forts have occupied this site. The first, a hastily constructed palmetto log and sand fort, was built in 1776 to protect Charleston against the British. On June 28, 1776 at 9:00 A.M., the British fleet, under the command of Sir Peter Parker, began the advance toward Fort Moultrie. By day's end, the fort with its garrison of about 400 men under the command of Colonel William Moultrie had repulsed the British attack. One interesting battle story concerns Captain Morris of the British ship *HMS Bristol* who was wounded five times during the battle. After having his arm amputated, the Captain demanded to return to the deck to resume command. Upon doing so, he was struck by a cannon ball in the stomach and died. In honor of the Patriot victory, and Colonel Moultrie's role, the fort was named Fort Moultrie. Further, the palmetto tree, from which the fort had been constructed, became the centerpiece of the state flag. This battle is considered by many to be the first decisive Patriot victory of the American Revolution and is remembered each June 28<sup>th</sup> as Carolina Day.

The second Fort Moultrie, a five-sided earth and timber fort completed in 1798, was part of the Nation's first organized system of coastal fortifications. Unfortunately a hurricane destroyed this fort in 1804. The current fort, the third one here and completed in 1809, is a formidable masonry structure. It has remained largely intact, with a few modifications as technology improved.

During the Civil War, Fort Moultrie became "a very formidable enemy" to Federal forces. Its powerful guns played a key role in the Confederate bombardment of Fort Sumter in April 1861. Between April 1863 and February 1865, both Fort Moultrie and Fort Sumter defended Charleston Harbor as Federal land and sea forces repeatedly hammered Charleston and its forts.

Following the Civil War, Moultrie's appearance changed. During the 1870's modernization program, 50,000-pound Rodman cannon were mounted in the fort and earth and concrete became the primary construction materials. Starting in 1898, concrete gun batteries were added to hold new breech-loading rifles. The last construction in the fort took place in 1944 when the Harbor Entrance Command Post (or HECP) was built to protect the harbor during World War II.

World War II brought about a change in military strategy and tactics. It had proved the practicality of amphibious invasions along a shoreline and not at just harbors or ports. This tactic and the development of carrier aircraft made coastal fortifications like Fort Moultrie obsolete. The post on Sullivan's Island was deactivated in 1947 after 171 years of coastal defense.

Many famous people have served or been held at the fort. Major Francis Marion was commander of the left wing of cannon during the 1776 battle and it is said he gave the command to fire the final shot of the battle. Osceola, leader of the Seminole Indians, was held at Fort Moultrie in January 1838. He became ill and died January 30. Today, he

is buried next to the entrance of the fort. Edgar Allan Poe arrived at Fort Moultrie as a soldier in November of 1827. He was here for about a year before being transferred to Fort Monroe, Virginia. He used the island location as a setting for several short stories including *The Gold Bug*. Major General Abner Doubleday served twice at Fort Moultrie and was second in command of the Union forces in Charleston on the eve of the first shots of the Civil War. He was to become erroneously associated with the origin of baseball. Finally, General George C. Marshall, then Colonel, commanded Fort Moultrie from June to October 1933. Later, he would become Chief of Staff of the Army during World War II.

# Short History of Fort Sumter

Fort Sumter stands on a manmade island just over a mile from Fort Moultrie. As part of our Nation's Third System of Coastal Fortifications, it was designed to be a five-sided, three-tiered brick structure capable of housing 650 soldiers and 135 cannon. When combined with Fort Moultrie's guns, a deadly crossfire would effectively deny enemy ships access to Charleston Harbor.

Construction began in 1829 with the making of the island using approximately 70,000 tons of New England granite and rock. By the mid-1840's workmen began laying the first of about seven million bricks to construct the fort's 50-foot walls, officers' quarters and soldier's barracks. Finally by 1860, Fort Sumter was nearly 90 percent complete.

In November 1860, Major Robert Anderson, a Kentuckian by birth, was sent to Charleston with the unenviable task of protecting all Federal property in the city. Following the secession of South Carolina on December 20, 1860, Major Anderson saw the vulnerability of his headquarters at Fort Moultrie. Six days later he moved his tiny garrison to the still incomplete Fort Sumter. There, he and the 84 officers and men of the 1<sup>st</sup> United States Artillery began watch as Southern forces erected gun batteries encircling the harbor fort.

At 4:30 a.m. on April 12, 1861, a mortar shell fired from Fort Johnson on nearby James Island illuminated the dawn sky over Fort Sumter. This shot was a signal to the other Confederate positions to begin bombarding Fort Sumter. The next day, Confederate hot shot set Fort Sumter ablaze, leaving Major Anderson no choice but to surrender. The bombardment had lasted only 34 hours. For the next four years Confederate forces defended the fort against Union attacks, amphibious assaults, and bombardments by heavy artillery that would eventually reduce the fort to a pile of rubble.

When General William T. Sherman's Union Army marched from Savannah, Georgia to Columbia, South Carolina in February 1865, he effectively cut off the Charleston defenders from the rest of the Confederate army. On the night of February 17, 1865, evacuation orders were issued. Federal troops reoccupied Fort Sumter the following day without firing a shot.

Virtually demolished in the Civil War, Sumter was partially rebuilt and rearmed in the 1870's. In reaction to the Spanish American War, Battery Isaac Huger was built across the parade ground. This reinforced concrete fortification housed two powerful 12-inch breech-loading guns. In 1943, the guns were scraped and replaced with anti-aircraft guns for the remainder of World War II. After defending Charleston Harbor through four wars, Fort Sumter was decommissioned in 1947.

# Short History of Charles Pinckney

Charles Pinckney National Historic Site interprets the life of Charles Pinckney (1757-1824), his role at the Constitutional Convention and Snee Farm plantation. Only 28-acres remain of the original 715-acre plantation. Charles inherited Snee Farm and other family property from his father, Colonel Pinckney, at his death in 1782. At his financial peak, Charles owned 7 plantations, 2 city homes and more than 40 slaves at Snee Farm. By 1817, he sold most of his property to satisfy debts, including Snee Farm. Throughout the Pinckney era, Snee Farm served as a working plantation and a country retreat. Between 40 and 60 slaves, valued today at more than \$2 million, worked and lived on the plantation during this period. Many of the Snee Farm slaves were skilled artisans.

Born on October 26, 1757, Charles lived in aristocratic style that mirrored the lifestyles of Europe's privileged families. Pinckney received a basic education in America, but due to political unrest between the colonies and Britain, he was unable to complete his studies abroad as many of the young American aristocracy had done before him. Instead, he completed his law studies under his father's guidance. After being admitted to the South Carolina Bar, Charles entered his life of public service at age 21 when he was elected to the General Assembly from Christ Church Parish in 1779. Thus began his impressive 42-year public service career.

Simultaneously with the onset of the American Revolution, Charles served as a lieutenant in the Charles Towne militia that was commanded by his father. Following the fall of Charleston to the British on May 12, 1780, Charles was held prisoner first in his Charleston home (16 Meeting Street) and then aboard the British prison ship, *Pack Horse* in Charleston Harbor. In the summer of 1781, the British exchanged him in Philadelphia. He remained in Philadelphia until the end of the war. His father followed a different path and swore allegiance to the crown in exchange for his release. His actions saved the Pinckney properties from confiscation but created a rift between his son and himself.

After the war, Charles continued to rise in his public service career. His crowning achievement was as a South Carolina delegate to the Constitutional Convention in Philadelphia. As one of the youngest delegates at only age 29, Pinckney was also one of the most vocal. He addressed the Convention over 100 times. He presented the "Pinckney Draught" as his personal framework for the Constitution. Historians believe that at least 26 points in the Constitution are attributed to Charles. Hence, he is known as "Constitution Charlie."

Some of the other public offices he held throughout his career include: four terms as South Carolina governor, several terms as a member of the South Carolina General Assembly, a United States Senator, a member of the United States House of Representatives and Minister to Spain. Charles died on October 29, 1824 and is buried at St. Philip's Episcopal Church in Charleston.

The story of Snee Farm's slaves is dependent on archeological findings. To date over 150,000 artifacts have been uncovered. Remnants of a slave village 250 yards southwest of the main house have been located. Historic plats indicate the village extended beyond the current park boundaries and into the Snee Farm subdivision. Archeologists believe two slave dwellings may be located next to the main house. The enslaved labor force was the foundation of the plantation economy. Here at Snee Farm, enslaved Africans grew rice, indigo, cotton and other food crops. They also tended the livestock. The woodland areas were a source of lumber, turpentine, pitch and other naval stores.

A small Coastal Cottage (*ca.* 1828) stands on the original foundation of the Pinckney era house. An important structure in itself, the house serves as both a visitor center and museum dedicated to Pinckney, the Constitution and “low-country” life.



# How to get to Charles Pinckney National Historic Site

## From Savannah, GA:

- Take I-95 N to exit 33, Charleston via US 17 N.
- In Charleston, take I-526 E to Mt. Pleasant.
- In Mt. Pleasant, take the exit for US 17 N.
- Turn left onto US 17 N, signs to Boone Hall and Charles Pinckney National Historic Site.
- Turn left onto Long Point Road.
- The entrance sign for the Pinckney site is on the right, but you turn left into the site.
- Park in the main parking area.
- Walk to the visitor center (the white house) and contact the ranger on duty.

## From Columbia, SC:

- Take I-26 E to Charleston.
- In Charleston, take I-526 E to Mt. Pleasant.
- In Mt. Pleasant, take the exit for US 17 N.
- Turn left onto US 17 N, signs to Boone Hall and Charles Pinckney National Historic Site.
- Turn left onto Long Point Road.
- The entrance sign for the Pinckney site is on the right, but you turn left into the site.
- Park in the main parking area.
- Walk to the visitor center (the white house) and contact the ranger on duty.

## From Myrtle Beach, SC:

- Take US 17 S to Mt. Pleasant.
- Turn right on Long Point Road.
- The entrance sign for the Pinckney site is on the right, but you turn left into the site.
- Park in the main parking area.
- Walk to the visitor center (the white house) and contact the ranger on duty.

## Alternate route from I-526 for very large rigs:

**Note:** the rear entrance gate is not normally open so you must contact someone at the park shortly before your arrival. Call 843-881-5516 to arrange a time for the gate to be open.

- Follow I-526 to the Long Point Road exit.
- From I-526 E, turn left onto Long Point Road.
- From I-526 W, turn right onto Long Point Road.
- The rear entrance to Charles Pinckney NHS is located on the right at a bend in the road and is unmarked.

## VERY IMPORTANT!

**The main entrance gate to Charles Pinckney National Historic Site is closed and locked at 5:00 PM. The road to the pads is narrow and twisting.**

Fort Sumter National Monument  
Charles Pinckney National Historic Site  
1214 Middle Street, Sullivan's Island, SC 29482

Melissa Tynes (843) 577-0242  
Volunteer Coordinator  
Email Address: melissa\_tynes@nps.gov

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Your Name \_\_\_\_\_ Age \_\_\_\_\_  
(LAST) (FIRST) (M)

Address \_\_\_\_\_  
\_\_\_\_\_ Zip \_\_\_\_\_

Phone Number(s) Including Area Code \_\_\_\_\_

Email Address(s) \_\_\_\_\_

Do you have an RV? Yes \_\_\_\_\_ No \_\_\_\_\_ Type and Length \_\_\_\_\_

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Please mark the boxes for the NPS sites you are interested in working at:

- |  |  |
|--|--|
| <input type="checkbox"/> Fort Moultrie                 | <input type="checkbox"/> Charles Pinckney National Historic Site |
| <input type="checkbox"/> Fort Sumter National Monument | <input type="checkbox"/> Fort Sumter Tour Boat Facility          |

Please mark the boxes for the volunteer jobs that you are interested in applying for:

- |   |  |
|---|--|
| <input type="checkbox"/> Clerical Curatorial      | <input type="checkbox"/> Living History          |
| <input type="checkbox"/> Clerical: Administration | <input type="checkbox"/> Electrician             |
| <input type="checkbox"/> Computer Assistant       | <input type="checkbox"/> Carpenter               |
| <input type="checkbox"/> Web Pages                | <input type="checkbox"/> Historic Brick Mason    |
| <input type="checkbox"/> Visitor Assistant        | <input type="checkbox"/> Maintenance: General    |
| <input type="checkbox"/> School Programs          | <input type="checkbox"/> Maintenance: Janitorial |
| <input type="checkbox"/> Historic Transcriber     |  |

Please list your skills and experience relating to the position(s) you are interested in:

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

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Please list any physical limitations that may affect your duties as a volunteer.

Please list two references with addresses, area code and phone numbers.

1.

2.

Date of Availability: \_\_\_\_\_

Hours Available \_\_\_\_\_

Circle Days of Week Available: Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

Why are you interested in working at Fort Moultrie, Fort Sumter National Monument, Charles Pinckney National Historic Site, and/or Fort Sumter Tour Boat Facility?

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Privacy Act Statement**

Following information is provided to comply with the Privacy Act (PL 93-579). 5 U.S.C. and 7 CFR 260 authorize acceptance of the information requested on this form. The data will be used to contact applicants and to interview, screen, and select them for volunteer assignments. Furnishing this data is voluntary.